



Protocol for Local Education Agencies (LEAs) to Apply for Financial Incentives for the College and Career Ready High School Diploma

I. Eligible Recipients

- All Nevada public high schools are eligible to apply through their local education agency (LEA) for incentive grant funding for each pupil at the school who earns a College and Career Ready High School Diploma, as defined in regulation [R076-17](#).
- All Nevada public high schools or school districts are eligible to apply through their LEA for any costs associated with the administration or provision of an assessment, credential, certificate or certification required for receipt of a College and Career Ready High School Diploma, as defined in regulation [R076-17](#).

II. Funding

Funding is dependent upon authorization by the Nevada Legislature. The following was authorized by the Nevada Legislature for fiscal year (FY) 2018:

- Incentive grants for public high schools of up to \$200 for each pupil who earns a College and Career Ready High School Diploma in school year (SY) 2018, as defined in regulation [R076-17](#).
- Reimbursement for actual costs paid in SY 2018 associated with the administration of an assessment, credential, certificate, or certification required for the receipt of a College and Career Ready High School Diploma, as defined in regulation [R076-17](#).
 - 100 percent reimbursement of actual costs for *passing* attempts
 - If funding remains available for this purpose, 50 percent reimbursement of actual costs for *non-passing* attempts

The Department will seek legislative authority through the Nevada Legislature for FY 2019 funding between February – April 2019.

III. Timeline and Reporting Requirements

For school year (SY) 2018:

- **June – August 2018:** LEAs submit a consolidated district Request for Funds (RFF) to the Nevada Department of Education ('Department') including:
 - Report inventory of pupils that earned the College and Career Ready High School Diploma in SY 2018 that includes the following identified and sorted by **school**:
 - pupil's name
 - pupil's unique identifying number
 - endorsement type(s) that pupil earned with the diploma
 - actual costs paid by either the LEA, school or pupil (specify which) for any assessment, credential, certificate, and/or certification required for the receipt of the College and Career Ready High School Diploma, including:
 - name of assessment, credential, certificate, and/or certification
 - an indicator of *passing* or *non-passing*



- actual scores

For school year (SY) 2019:

- **October – December 2018:** LEAs submit SY 2019 projections of the number of College and Career Ready High School Diplomas anticipated to be issued in SY 2019; and SY 2019 projections of associated costs of any assessment, credential, certificate, and/or certification required for the receipt of a College and Career Ready High School Diploma.
- **December 2018:** Department reviews and analyze the SY 2019 projections.
- **February – April 2019:** Department will submit a work program to the Interim Finance Committee of the Nevada Legislature to gain legislative authority for FY 2019 funding that includes: (1) SY 2018 reporting actuals; and, (2) SY 2019 projections.
- **June – August 2019:** LEAs submit a consolidated district RFF to the Department that includes:
 - Report inventory of pupils that earned the College and Career Ready High School Diploma in SY 2019 that includes the following identified and sorted by **school**:
 - pupil's name
 - pupil's unique identifying number
 - endorsement type(s) that pupil earned with the diploma
 - actual costs paid by either the LEA, school or pupil (specify which) for any assessment, credential, certificate, and/or certification required for the receipt of the College and Career Ready High School Diploma, including:
 - name of assessment, credential, certificate, and/or certification
 - an indicator of *passing* or *non-passing*
 - actual scores

IV. Assurances

In compliance with the letter of the law ([AB 7](#)), the LEAs make the following assurances through the receipt of said funding:

- The LEAs are responsible for compiling public high school data and submitting to the Department a consolidated RFF that includes all required data as outlined in **section III**.
- The LEAs are responsible for collecting and reporting to the Department all reporting requirements to the Department as outlined in **section III**.
- The LEAs assure that incentive grants received by the Department be disbursed *to* the LEAs' respective public high schools that issued the College and Career Ready High School Diplomas.